How to View Payment Information in Ariba

1. To search for an Invoice via EI Purchase Order:
   - Click on the Search tab at the top of the screen > choose Purchase Order from the Type drop-down menu > enter the EI Purchase Order number into the Order ID field.

   To search for an Invoice via BPO, choose Contract from the Type drop-down menu and enter the BPO number into the Contract ID field.

   - Click the yellow Search button.
   - Click on the EI Purchase Order number in the Search Results section.

2. Click on the Invoices tab.
3. Select an Invoice number from the ID column.
   - **Important:** The Invoice must be in a “Reconciled” Status in order for it to be submitted for payment, and to display Payment Loop information.
   - Invoices in “Reconciling” Status will not have payment information.

4. Click on the Reconciliation tab.

5. Click on the Invoice number in the ID column.
6. Click on the Payments tab.

7. Click on the Invoice number in the ID column.

8. The Summary screen appears displaying the payment information. Payment information will be displayed when it’s available.

Meaning of Check Number prefix letters:
- A – Paper Checks
- R – ePayables Card
- T – ACH Payments
9. **Payment information you can see in Payment Loop:**

Invoices processed via:

- BPO (except wire payments)
- PO – Catalog and Non-Catalog (except wire payments)
- Non-PO invoices

**Payment information you will not see in Payment Loop:**

Payments processed via:

- eReimbursement
- eTravel
- Payments to Individuals (P2I)
- Wire payments to foreign suppliers

**Please Note:** When an Invoice Status is in 3050: HELD TO OFFSET CREDIT MEMO (as shown in the screen capture example below) it means that there is a credit that’s been issued to the University by the supplier which is higher than the dollar amount of the combined invoices. The credit may not just affect a particular campus department, but the University as a whole.

**NOTE:** All foreign payments including wires are not available to view in Payment Loop at this time.